

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible, supervisory work in directing line police officers in the performance of their duties and in handling assigned administrative functions of police department operations. The employee of this class may perform patrol and investigative work when needed and is directly responsible for supervision of communications and jail, for vehicle repair and maintenance, for distribution of supplies, and for designated administrative and personnel functions. The captain arranges for the maintenance and repair of all department vehicles, disperses uniforms and weapons, and serves as a liaison between the department and auxiliary police officers, as well as initially handling all personnel problems referred by police sergeants. The police captain may perform patrol duties normally assigned to police sergeants or investigative duties normally assigned to the assistant police chief. Routine duties are handled independently, with special assignments received from the assistant police chief or police chief. This class ranks directly below that of Assistant Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs any of the supervision, patrol, or investigation duties assigned to police sergeants, when necessary; assists the assistant police chief in performing investigations of major crimes when needed; directs the investigations of major crimes in the absence of the assistant police chief;

Inspects subordinates at the beginning of a shift for correct personal appearance, including wearing of uniform and equipment carried; conducts roll call; transmits orders to officers at roll call or individually; reviews and critiques reports prepared by subordinates to correct errors and provide direction and supervision; makes reports on work performance of subordinates to superior; assigns specific work to subordinates; provides assistance and guidance in police work; handles personnel problems, correcting subordinates when work performance, attitude, or behavior fall below expected standards; refers major problems to the assistant police chief;

Provides for the maintenance of police vehicles, arranging for both regular overhaul and repairs when necessary; inspects squad cars for cleanliness and damage and insures that they are

in proper working order and contain adequate equipment; refuels police vehicles;

Provides for the maintenance and upkeep of the jail facility; provides for maintenance of jail security by checking alarm systems, cell locks, entrances and exits, etc.; oversees trustees assigned in jail; orders medical supplies and oversees ordering of meals for jail;

Acts as supply officer for the department; issues equipment and supplies such as uniforms, guns, summons books, etc.;

Supervises communications center; provides for maintenance of all communications equipment; reviews work of all communications personnel;

Keeps records and makes reports on assigned areas; checks all reports turned in by sergeants to assure completeness, accuracy, and conformity with desired departmental standards;

Schedules overtime work for regular officers (football games, security, etc.); schedules work for auxiliary police officers; acts as liaison between auxiliary police officers and the police department;

Checks for maintenance problems with signal lights, traffic signs, etc., and provides for repair and maintenance when necessary;

Performs related duties when assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Must be a regular and permanent employee in good standing in the class of Police Sergeant.

Before promotion, must pass a medical examination approved by the local civil service board designed to show good health and physical abilities sufficient to perform the duties of the position.